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DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA TRANSPORTATION AUTHORITY

2290 So. Jones Blvd, Suite 110
Las Vegas, NV 89146
(702) 486-3303 • Fax (702) 486-2590
Website: www.nta.nv.gov

February 10, 2012

To All Fully Regulated Motor Carriers:

The forms and instructions to be used in filing your Annual Report for the 2011 calendar year as required by NRS 706.167 are located on our website at <http://www.nta.nv.gov>. The forms and instructions may also be picked up at either one of our offices located in Las Vegas or Reno. If you are unable to download the forms from our website or pick them up from one of our offices, you may contact us via telephone at (702) 486-3303 extension 410 and request that the forms be mailed to you. Once you have completed the forms, please mail or deliver them and any necessary attachments, **in triplicate**, to:

State of Nevada
Nevada Transportation Authority
2290 S. Jones Blvd., Suite 110
Las Vegas, NV 89146

Additionally, operators that are certificated as Contract carriers need to provide a copy of each of the applicable contracts under which Nevada intrastate operations are currently being conducted along with the Annual Report by May 15, 2012.

Please **retain a copy** of your submission for your files.

The filing of an Annual Report is an important responsibility of every motor carrier holding a certificate of public convenience and necessity or contract permit to operate in Nevada and the penalty for failing to file is severe. Nevada Statute (NRS 706.398) provides that the Commission shall revoke or suspend the certificate of any motor carrier that has failed to file its Annual Report within a specified period of time.


By law (NRS 706.167(2)), the **2011 Annual Reports** are to be submitted to the Commission **no later than May 15, 2012.**

If you wish to submit your report for a year other than a calendar year (i.e., a fiscal year), NRS 706.167 (3) provides that you may do so if you obtain the prior permission of the Commission. If such permission is granted, all future Annual Reports will be due on the date specified by the Commission. Requests for permission to file Annual Reports for a year other than a calendar year must be made in writing stating the reason for making the request and must be submitted to the Commission no later than April 16, 2012. Any Annual Report submitted for a year other than a calendar year without prior Commission approval will be rejected and the carrier will be required to resubmit the report prepared on a calendar year basis.

The Annual Report forms reflect operations based on type of authority, Household Goods Mover, Taxi (Outside of Clark County) and Passenger (Non-Taxi). Please read the report instructions carefully prior to completing and submitting your report. The forms are pre-numbered and cross-referenced to the attached instructions in order to provide the preparer clear and precise directions for specific items. Failure to complete the report properly will result in the report being rejected and returned to the carrier for corrections. The same statutes regarding revocation or suspension of certificates and/or permits of carriers who fail to file an Annual Report also apply to carriers who fail to re-file reports.

If you have any questions regarding the filing deadline for your Annual Report, or have questions about the forms, please do not hesitate to contact me at (702) 486-3303 extension 409.

Sincerely,



Liz Babcock, CPA
Applications Manager